MLA Format Rubric

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| Definition of traits | 4 | 3 | 2 | 1 |
| **General format**  \* Paper is double-spaced, one inch margins, last name and page number in upper right hand corner of every page except the title page  \* Title page includes a header on the left-hand side of first page; includes your name, instructor’s name, name of course, date on successive lines  \* Title of paper is centered above text | Title page is correctly formatted  Body of paper is formatted correctly throughout | Title page contains no more than 2 errors  Body of paper has no more than 2 errors | Title page contains 3-4 errors  Body of paper has 3-4 errors | Title page contains 5 or more errors  Body of paper has more than 5 errors |
| **In-text citations**  \* Sources cited in text have a corresponding entry in the Works Cited  \* Author’s name (or key word from title) is located in the parenthetical citation or a signal phrase  \* Page numbers (if applicable) are always placed in the parenthetical citation  \* Parenthetical citations at the end of a sentence are followed by a period  \* All borrowed material—whether quoted directly or paraphrased—is cited | In-text citations are always included when they are needed, and have a corresponding Works Cited entry  Parenthetical citations include all the necessary information and are properly formatted | With fewer than 2 exceptions, in-text citations are included when they are needed, and have a corresponding Works Cited entry  With fewer than 2 exceptions, parenthetical citations include all the necessary information and are properly formatted | With 3-6 exceptions, in-text citations are included when they are needed, and have a corresponding Works Cited entry  With 3-6 exceptions, parenthetical citations include all the necessary information and are properly formatted | In-text citations are not included and/or do not have a corresponding Works Cited entry  Parenthetical citations contain more than 6 errors |
| **Format of quotations**  \* Quotations of four or fewer lines are placed within double quotation marks  \* Quotations of more than four lines are indented one inch from left margin; text is double-spaced; comma or colon after the last word of the main text to mark the beginning of the quotation; parenthetical citation is placed after the punctuation at the end of the quote  \* Periods and commas placed inside quotation marks; question marks and exclamation points not in the original quotation are placed outside the quotation marks  \* An ellipsis is used when eliminating words, phrases or sentences from quoted material | Quotations contain no formatting/ punctuation errors | Quotations contain 3 or fewer formatting/ punctuation errors | Quotations contain 4-6 formatting/ punctuation errors | Quotations contain 7 or more formatting/ punctuation errors |
| **Works Cited page**  \* “Works Cited” [without quotation marks] is centered at the top of the page  \* The “Works Cited” page is a separate page at the end of the paper  \* The “Works Cited” page double-spaced  \* The first line of the first entry is typed flush with the left-hand margin  \* The second and all following lines of the entry are indented one-half inch  \* The “Works Cited” page contains entries that are listed in alphabetical order by the first word in each entry | Works Cited page is included, has all necessary entries and is properly formatted | Works Cited page is a separate page, includes all necessary entries, and has 3 or fewer formatting errors | Works Cited page is not a separate page  OR  Is missing 1-2 necessary entries  OR  includes 4 to 6 formatting errors | Works Cited page is not a separate page  OR  is missing more than one entry  OR  contains 7 or more formatting errors |